



THE COMMITTEE TO PROMOTE  
SQUARE DANCING

CLASS OPERATIONS MANUAL  
MULTIPURPOSE ROOM  
CAMDEN COMMUNITY CENTER  
January 2009

This manual describes the CPSD class setup at the Camden Community Center Multi-Purpose Room, 3369 Union Avenue, San Jose. In the event that the class is moved to a different location, the set up would change appropriately.

This manual is available to anyone who may need to know how to set up and administer the CPSD Square Dance Class.

## **SUPPLIES**

The supplies consist of two plastic bins, an ice water jug, and the club banner. One bin contains a hot water pot, drip pans for each pot, a supply of cups and paper towels. The other bin contains instant regular and decaf coffee, tea bags, hot chocolate, sugar, sugar substitute, creamer, toothpicks, pens, napkins, plates, forks, spoons, and knives.

The desk supplies are in a red and black bag and include a red folder with student and angel check lists, clip boards for the student and angel sign-in sheets, student and angel rosters, Student Information Sheets, lots of pens, business cards in a holder, sticky name badges and a felt pen, BOY/GIRL signs and assorted flyers.

Bring a snack like M&Ms or cookies to share. Students and angels often bring goodies. There may be snacks from previous classes in the supplies bin.

The supplies are stored at Jackie & Karl's home. In the event that the supplies are not available on class night, the minimum supplies needed would be sign-in sheets for Students and Angels. These sign-in sheets are available to be printed from [www.c-p-s-d.org](http://www.c-p-s-d.org), the CPSD website, in the CPSD Documents section. You will also need a few pens and water and cups.

## **MULTI-PURPOSE ROOM**

The Multi-purpose Room faces the parking lot with a lobby on the left nearest the street, and a series of doors on the right. The back wall is adjacent to the kitchen and has a serving counter with a roll up door in the center. The door to the kitchen is on the right and there is an ice machine and water in the kitchen. The door to the storage room where the tables & chairs are stored is on the left. The breakers for all of the circuits in the building are in that room.

There is also another closet between the lobby doors and the front of the hall that contains light switches for the lights across the front of the hall. The controls for the front lights for the room are between the closet and the doors to the lobby. The ceiling light switches are on the

wall between the back storage room and the lobby doors and the lobby light switches are at the left of the outside lobby doors.

The thermostat is on the wall next to the kitchen door.

The restrooms are in the lobby and are not locked.

## **INITIAL SET UP**

The class starts at 6:30 and goes until 8:45. The room needs to be cleaned up and vacated by 9:00.

Arrive at the Camden Community Center between 5:45 and 6:00 PM and go to the office. Identify yourself as the set-up person for the CPSD Square Dance Class and ask one of the staff to unlock the Multi-Purpose Room.

The staff person should:

Unlock the right side doors

Then, turn the ceiling lights on, using the switches between the back storage room and the lobby doors.

Then, set the heat/air conditioner as appropriate for the weather.

Then, unlock the lobby doors and the table & chair storage room.

Then, go to the light switches near the front closet and slide the two dimmer switches to the up position to turn the lights on at the area where the caller sets up, closest to the parking lot. If the lights do not come on, the staff person needs to open the closet with his key and turn the light son from the switches in the closet. The closet does not unlock – it must be opened with the key.

## **ROOM SET UP**

Open the roll-up door to the kitchen counter using the pole that is either attached to the hook or somewhere nearby in the kitchen.

Set up one table for the caller, two at the back of the hall next to the counter for food and flyers and two for the sign-in desk, placed at right angles near the middle door on the right side of the hall.

Set up one chair for the caller, two for the sign-in desk and about 24 chairs in a semi-circle around the back of the hall, 15 feet or so from the back wall, with a couple of spaces so people can walk through to the food and drinks.

Fill the ice water jug. Using the lid as an ice scoop, fill the jug about 1/3 full of ice. Run the water in the sink until it is cold before you fill the jug. Fill the jug about 3/4 full so you can put the lid on tightly and not spill the water as you carry it to the counter.

Fill the hot water pot about 1/3 full, letting the water run until it is hot before you fill the pot. Put the pot on the counter and plug it in at the front of the counter.

Set out the coffee and creamer and the coffee supplies, which are in two plastic boxes. Take the lids off and leave the supplies in the boxes. Extra supplies are in the bin. Put out 40 – 50 cups. Put a pen on the counter so people can sign their cups.

Put snacks on the table with napkins, plates, spoons and forks as needed.

Put flyers out on the second table.

Sign-in sheets for students, on a clipboard, should be placed on the table closest to the door. The students must go to the office to pay before they sign in so that they can put the receipt number next to their name on the sign-in sheet.

Sign-in sheets for angels, also on a clipboard, go on the second table. Angels are plus level dancers who belong to a club. They do not pay but they do need to sign in.

Put a supply of sticky name badges with a felt pen and the business card holder on the desk.

Put out the BOY/GIRL signs near the angel sign-in.

If there are any activities sign-up sheets, put them on the angel table.

Put pens on each table.

Hang the CPSD banner on the door hinge above and behind the sign-in table, on one of the doors that is locked.

If you are not dancing, you can mark the students and angels off on the checklists that are in the red folder.

If there is a new angel, ask them to fill in the angel roster, which is in the red folder, with their name, email, phone and club.

If new students, who dance well enough to join the class, come, ask them to fill out a half-page DANCER INFORMATION SHEET, which is in the red folder. New students may join the class if they are able to dance at our class level, whether they are students from another class or are returning dancers, The caller or his partner will decide if they are able to dance at the class level.

After everyone has arrived, around 8 PM, take the angel sign-in sheet to the office and have a staff member make a copy for our records. VERY IMPORTANT

You do not need to take the student sign-in sheet to the office because they have already signed in there when they paid.

## **CLEAN UP**

After the last tip starts, about 8:35, empty and dry the hot water pot and the ice water jug. Throw away the trash and wipe off the counter and any spills on the tables and floor.

Pack the supplies. Put all of the sign-in sheets into the red folder. Take all of the supplies off of the counter and roll the counter door down

Put all of the tables and chairs away.

Help the caller load his equipment.

Turn the lights down. If you are not able to turn them off, don't worry. The staff comes to lock the doors and they will take care of the lights if necessary.